

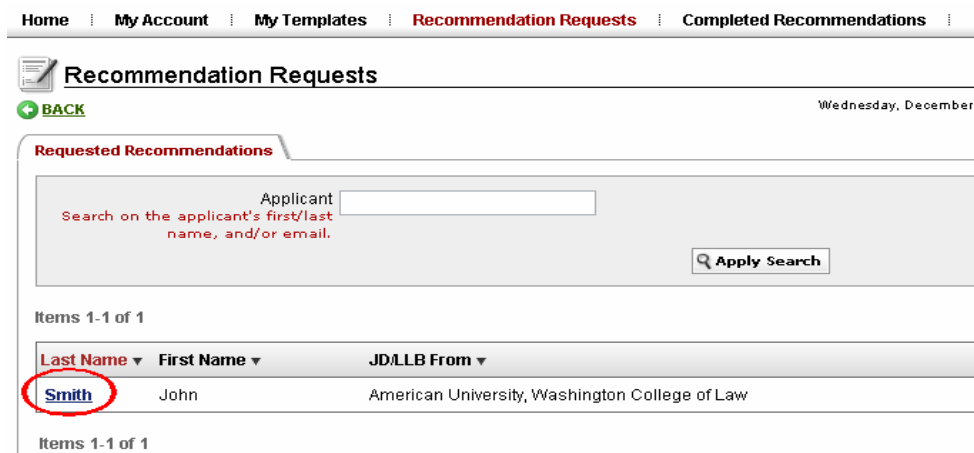
Tip - Uploading a Letter of Recommendation From a .pdf File

Keep in mind, OSCAR reads left to right, top to bottom.

1. After logging into OSCAR, left-click on **Recommendation Requests** tab, located at the top of the OSCAR window.



2. When the screen refreshes, you will now see the name(s) of the applicant(s) requesting letters of recommendation. Please left-click on a last name of the person requesting the letter.



3. After the screen refreshes again, please scroll down to see the names of the judges the person applied to. Left-click in the top box, "Select All" to fill in check boxes for all the judges. (NOTE: If you then uncheck the "Select All" check box, you can then de-select judges one by one.)

Recommendation for John Smith

* Indicates a required field

Attach to Applications: Please choose which applications for this applicant this recommendation should be attached to. Due to browser limitations, please limit your selections to no more than 50 judges.

☒ Select All

☐ Judge, Test (U.S. District Court)

Recommendation: Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

4. Please scroll down to the Recommendation section. By default, the option "online editor" is selected. Change this option to ".pdf file" and let the screen refresh. The "online editor" area will be replaced with the familiar "Browse" button.

Attach to Applications: Please choose which applications for this applicant this recommendation should be attached to. Due to browser limitations, please limit your selections to no more than 50 judges.

- ☒ Select All
☒ Judge, Test (United States District Court)

Recommendation: Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

☒ online editor ☐ .pdf file

Use template:



5. Click the **Browse** button and navigate to the .pdf file on your computer or network. When complete, you should be able to read the path in the Browse field. Then, left-click on the **Submit** button on the lower left-hand side.

Recommendation: Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

☐ online editor ☒ .pdf file

Maximum File Size: 300 KB

File:

Please select your document to upload

C:\Documents and Settings\ [Browse...]

Submit

Cancel

You are NOT done!

6. After clicking the Submit button, the screen will change again.
 - a. If satisfied, left click the “Confirm Recommendation” button to finish.
 - b. Otherwise, left click on the “Edit Recommendation” button and you will be returned to the previous screen. (Begin at step 5.)

Uploaded File:

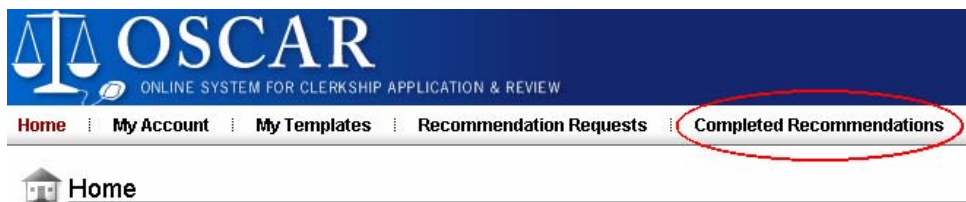
 RecLetter1-1.pdf

Attach to Applications:

1. Test Judge (United States District Court)

Confirm Recommendation **Edit Recommendation**

7. To insure that the requests have been filled, left-click on the Completed Recommendations tab, located at the top of the OSCAR window.



8. When the screen refreshes, it will display all the requests that have been filled. If you would like to view a letter that was uploaded, left-click on the small .pdf icon in the Preview column (located on the far right-hand side).

Home | My Account | My Templates | Recommendation Requests | **Completed Recommendations**


Completed Recommendations

Wednesday, December 28, 2007 1:11 pm | User: Jones20 - Recommender [login to a separate window](#)

Instructions
You may review your completed letters of recommendation here. For applications which are not yet viewable by the Judge, you may edit or delete the recommendation.
[User Guide and other Resources](#)
[Frequently Asked Questions](#)
[Help](#)

Applicant
Search on the applicant's first/last name, and/or email.

Batch Options:

<input type="checkbox"/>	Last Name	First Name	JD/LLB From	Judge	Preview
<input type="checkbox"/>	Smith	John	American University, Washington College of Law	Judge, Test	

Items 1-1 of 1